



Klahoose
First Nation

Job Posting

Infrastructure and Development Manager

Purpose

The Infrastructure and Development Manager will coordinate and manage the planning, development, maintenance, and emergency response for the organization's infrastructure projects including management of the Nations assets. This role involves strategic planning, project management, team leadership, and emergency preparedness to ensure the resilience and reliability of infrastructure systems. The ideal candidate will have a strong background in urban planning, infrastructure development, emergency management, and project management, with excellent leadership and communication skills.

Responsibilities

1. Strategic Planning:

- Develop comprehensive infrastructure plans that align with organizational goals and community needs.
- Conduct feasibility studies, site assessments, and environmental impact analyses.
- Collaborate with Klahoose membership to gather input and ensure plans meet regulatory requirements.
- Build and maintain relationships with government agencies, community groups, and other stakeholders.
- Facilitate public meetings and consultations to gather feedback and address concerns.
- Communicate project progress and outcomes to Klahoose membership.

2. Project Management:

- Oversee the planning, design, and implementation of infrastructure projects, including transportation, utilities, public cultural facilities.
- Develop and manage project timelines, budgets, and resources.
- Ensure projects are completed on time, within scope, and within budget.

3. Infrastructure Management:

- Maintain and upgrade existing infrastructure to ensure reliability and efficiency.
- Monitor system performance and implement preventive maintenance strategies.
- Ensure compliance with safety, environmental, and regulatory standards.
- Maintain and develop the assets of the nation

4. Emergency Management Supervision:

- Develop and implement emergency response plans and protocols for infrastructure projects.
- Coordinate emergency preparedness and response activities with local, provincial and federal agencies.
- Conduct risk assessments and vulnerability analyses to identify potential hazards.



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- Organize and participate in emergency drills and training exercises.
 - Ensure infrastructure projects incorporate resilience and disaster mitigation measures.
- 5. Team Leadership:**
- Supervise and mentor a multidisciplinary team, including planners, engineers, project managers, and emergency management personnel
 - Conduct performance evaluations and provide ongoing training and development.
 - Foster a collaborative and innovative work environment.
 - Plan the work schedule for the department on a daily, weekly, monthly, and yearly basis based on Klahoose Strategic plans, associated operational plans and approved budgets.
 - Plan annual and seasonal workforce requirements and work with the Administrator to secure funding for students and seasonal staff.
 - Ensure staff have appropriate safety equipment and training required for each project.
 - Oversee workload, progress of work, status updates, to ensure the completion of ongoing programs and special projects.
 - Administer and approve payroll requirements for team members
- 6. Risk Management:**
- Identify and mitigate emergent risks associated with infrastructure and development projects.
 - Develop contingency plans and ensure preparedness for emergencies.
 - Conduct regular risk assessments and implement corrective actions as needed.
- 7. Financial Management:**
- Develop and manage project budgets, ensuring cost-effective use of resources.
 - Prepare financial reports and forecasts for senior management.
 - Seek funding opportunities and manage grant applications.
- 8. Innovation and Sustainability:**
- Promote the use of innovative technologies and sustainable practices in infrastructure projects.
 - Evaluate and implement green infrastructure solutions.
 - Ensure projects contribute to long-term sustainability goals.

Competencies and Skills

Education and Work Experience:

- Bachelor's degree in urban planning, Civil Engineering, Emergency Management, or a related field.
- Proven experience in infrastructure planning, development, project management, and emergency management.
- Strong leadership and team management skills.



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- Excellent project management and organizational abilities. In-depth knowledge of infrastructure systems, urban planning principles, regulatory requirements, and emergency management practices.
- Proficiency in project management software and tools.
- Strong problem-solving and decision-making skills.
- Excellent communication and interpersonal skills.

Knowledge, Skills and Abilities:

- Experience with GIS and other planning tools.
- Familiarity with sustainable development practices.
- Knowledge of public policy, community development, and emergency management standards.
- Experience working with government agencies and regulatory bodies
- Experience working with First Nations.
- Post-secondary education/training in maintenance management or trade certificate.
- Demonstrated experience in the delivery of policies and programs.
- At least 5 years working in a trade, infrastructure development and overseeing

Working Conditions:

- Full-time position.
- Position located at the Klahoose First Nation Multi-Purpose Building on Cortes Island
- Office environment with occasional fieldwork.
- May require occasional after-hours work for public meetings, emergencies, or training exercises.

- First Nation candidates are encouraged to apply, preference will be given to Klahoose Members.

Kindly forward your resume and with cover letter via email to cao@klahoose.org

Klahoose First Nation welcomes and encourages applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the recruitment and selection process.

For more information, check us out online at <https://www.klahoosefirstnation.org/>